

Gender Parity Guidelines when organising an event

Start planning early and inform co-organizers of gender diversity commitment

- Make commitment: i.e. no single-gender panel discussion or pictures featured in communication items.
- Be conscious of social norms often preventing women from accepting speaking invitations (time of the event, care duties, "impostor syndrome").
- Consult databases: [Lights on Women](#), [Women in Energy Expert Platform](#), [Clean Energy Council](#), or LinkedIn. Ask other speakers, look at past conferences and consult Gender Focal Point of relevant institutions.
- If a woman rejects the invitation, ask why and make an effort to address the reasons. Replace with another women.
- Make sure the facilitator is gender-sensitive and avoids (gender) stereotyping.
- Commit to diverse panel compositions that reflect a broad spectrum of social identities (gender, age, seniority etc.).
- If you could not avoid to organise a single-gender panel: Call it out - make statement about benefits of and commitment to gender diversity, actively encourage women to ask questions, and/or add an empty chair to the panel.



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Expert women can be found!
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Gender-segregated roles

- Avoid limiting either gender to purely facilitator/moderator functions.
- Track the time and ensure equal participation.

Address barriers to women participation

- Consider the timing of the even.
- If possible, invite more than one women.
- Provide comprehensive information about what their contribution shall include. Offer the possibility for a preparation meeting to give speakers more confidence.

Communication items

- Use gender-inclusive and gender-neutral language in event documents.
- Avoid single-gender pictures.
- Collect statements from both genders made during the event.
- Communicate ECS gender commitments and actively raise awareness in external parties we work with. Include a reference to our gender-balanced approach in your message requesting for speaker participation where possible.

Standard language on gender diversity commitment

"The Energy Community Secretariat strives for a balanced representation of women and men at all events, acknowledging that the inclusion of all genders is crucial for fostering successful and innovative discussions."

"As part of the Energy Community's commitment to gender equality and our membership at the International Gender Champions, the Secretariat strives for a balanced representation of both women and men at all events and that no gender is restricted to a moderating or facilitating role. The visibility and inclusion of all genders are crucial for fostering successful and innovative discussions."